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NICHOLLS
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A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

MEMORANDUM

TO: Shawn Musgrave
MuckRock News

FROM: Dr. Laynie Barrilleaux
Vice President for Academic Affairs

DATE: October 22, 2012

RE: Public Records Request, 10/16/12

This is a second response to your request for records from October 16, 2012, addressed to Ms. Renee Piper, University Relations, Nicholls State University. We have researched our records and are reporting the following findings:

REQUEST 1) any requests for proposals, proposals submitted by vendors, contracts, budgets or cost allocations for the purchase, research of and/or use of aerial drones, UAs, UAVs, and UASs (hereinafter "drones");

RESPONSE: Documentation for the 2008 purchase of a Cyberbug B2 UAV is available. The procurement record is 53 pages. In accordance with the Louisiana Administrative Code, the per-page charge for copies is $ .25. The total due to obtain copies is $13.25.

The following RFPs were applied to funding agencies and were not successful:

Developing Unmanned Aerial Systems (UAS) Techniques for Monitoring and Protecting Coastal Habitats – Proposal prepared in response to Gulf of Mexico Research Initiative (GOMRI2012-II-784)

A Paradigm Shift in Coastal Monitoring from Boats to Unmanned Aerial Vehicles – Proposal submitted to LA Board of Regents Support Fund.

MRI-R2: Acquisition of an Unmanned Aerial System – Proposal submitted to National Science Foundation.

CAREER: Interdisciplinary Research and Education of Impaired and Restored Barrier Island Ecosystem using Unmanned Aerial System (UAS) – Proposal submitted to National Science Foundation.

REQUEST 2) any policies, guidelines, manuals and/or instructions on institutional use of drones, including on the legal process required (such as a warrant or court order), if any, before operating a drone;

RESPONSE: The institution follows strictly the FAA guidelines in operating UAS in the civilian airspace.

REQUEST 3). any departmental records concerning this institution's use of and/or research of drones now or plans to use drones in the future including:

a. the types of investigations or instances in which this department is using or plans to use drones, or how it plans to support, manage or oversee the usage of drones by another department or office;

RESPONSE: Currently, only the Department of Applied Sciences uses UAS for research purposes. We don't foresee in the near future overseeing any department or office in use of UAS.

b. policies, guidelines, manuals and/or instructions on storage requirements or procedures for video or static images obtained through use of drones, including retention times;

RESPONSE: Find sample data management plan for a funded project.

Data Management Plan

The data collected over the duration of the project will be stored, archived and documented in at least three locations, at the Principal Investigator's Geospatial Technology Center (GTC) server, Principal and Co-principal Investigator's labs.

1. Types of data, samples, and other programs to be produced during the course of the project: All electronic data collected from any source will be stored in a computer fully dedicated to this funded project. A copy of the data is also stored on Co-PI lab computers. Every week the data is automatically backed up and archived on to the GTC server to ensure its integrity. The dedicated computer will be used by the Principal Investigator, Post-Doctoral Associate and Graduate Students working on this project. The PI and Post-Doctoral Associate will design and overlook the entire data management plan.

The proposed XXXX-sponsored project will produce the following types of data:

(i) UAS Optical Sensors used during the project: The data will be recorded as far as possible in a format readable by most computer systems (e.g. binary, ASCII, Image formats such as

GEOTIFF, JPEG). Standardized data protocol will be followed by each project member to collect all the original data and to archive it properly.

(ii) Processed data – data produced as a result of the analysis of the original image data and conventional field data. The analyzed data will be converted into common data formats (e.g. binary, ASCII, Image formats such as GEOTIFF, JPEG, Microsoft Access, Excel, ESRI ArcGIS Geodatabase etc.). The processed data will be saved in such a way that can be easily related to the original data.

(iii) Samples: Any field samples from the site collected during the course of the project will be stored and allocated in a secure place including desiccators and cold storage places will be available upon request.

(iv) Narrative and presentation data: A designated folder/data base will be made in the above mentioned computer as well as on the backup server for easy identification.

2. Standards to be used for data and metadata format and content:

(i) The original and any processed data formats will depend upon the sensor and the processing software that is being used. An effort will be conducted in order to store this data in a format that can be readable by most commercial sources. However, some of the data can be read only by commercial (paid) software.

(ii) Federal Geographic Data Committee (FGDC, 2012) endorsed metadata standards *Content standard for Digital Geospatial Metadata* will be used in developing the metadata for the geospatial data generated during this project. Similarly *Biological Data Profile* standards will be used for biotic data collected during the course of this project.

3. Methods and policies for providing access and enabling sharing: The research data used in scientific publications will be made public as soon as the documents will become published. Samples and any Geospatial Data from this effort will be kept safe at fire and flood protected places in the PI laboratory.

4. Provisions for re-use, re-distribution, and the production of derivatives: Public data, from scientific publications, will be re-use and re-distribute only in the event that the scientific source allows it and will be in compliance with their policies. Data and/or samples will be available based on an agreement with the PI and the requester.

5. Methods for archiving and preserving access to data and materials: The personal computer dedicated to this work will be encrypted and password protected. There will be a public access to the data and publications through the PI website for up to three years after submission of final report.

c. the altitude at which drones can or do fly;

RESPONSE: FAA has restricted our UAS to fly up to 250 ft. above ground level over the designated geographic region (Barrier Islands).

d. drones' ability to carry weapons.

Our focus is on use of UAS for Peaceful Civilian applications such as coastal restoration, sea level rise, bird habitat monitoring etc. that are critical to the State of Louisiana.

Please advise if any hard-copy documentation is required. As mentioned in our initial response, the cost will be $ .25 per page.

AB/sa

c: Dr. Stephen Hulbert, President